



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 2200.3C

PERS-334

16 DEC 2000

NAVPERSCOM INSTRUCTION 2200.3C

From: Commander, Navy Personnel Command

Subj: EMERGENCY ACTION PLAN (EAP) FOR SAFEGUARDING
COMMUNICATIONS SECURITY (COMSEC) ELECTRONIC KEYING
MATERIAL SYSTEM (EKMS) WITHIN NAVY PERSONNEL COMMAND
(NAVPERSCOM)

Ref: (a) Electronic Keying Material System (EKMS) Tier 1
(b) SECNAV M-5510.30 of 1 Jun 06
(c) SECNAV M-5510.36 of 1 Jun 06
(d) U.S. Navy Regulations, 1990

Encl: (1) Emergency Precautionary Plan - Fire, Natural
Disasters, or Hostile Action for the Vault
(2) Fire, Natural Disasters, or Hostile Action for the
Vault - Relocating Sheet
(3) Hostile Action for the Vault - Completed Destruction
Sheet
(4) Emergency Precautionary Plan - Fire, Natural
Disasters or Hostile Action for the Video
Teleconference Center (VTC)
(5) Fire, Natural Disasters, or Hostile Action for the
Video Teleconference Center (VTC) - Relocating Sheet
(6) Hostile Action for the Video Teleconference Center
(VTC) - Completed Destruction Sheet
(7) Emergency Precautionary Plan - Fire, Natural
Disasters or Hostile Action for Secure Telephone
Equipment (STE) Users
(8) Fire, Natural Disasters, or Hostile Action for
Secure Telephone Equipment (STE) Users - Relocating
Sheet
(9) Hostile Action for Secure Telephone Equipment (STE)
Users - Completed
Destruction Sheet
(10) Fire, Natural Disaster, or Hostile Actions
Post-Emergency Assessment Sheet

1. Purpose. To provide general guidance for Navy Personnel Command (NAVPERSCOM) and subordinate Local Elements (LEs), assign responsibilities, and issue procedures for complete protection or removal of classified Communications Security (COMSEC) material during an emergency per references (a) through (d). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NAVPERSCOMINST 2200.3B.

3. Responsibility

a. Security measures are designed to prevent unauthorized access to classified and cryptographic information. The possibility of unauthorized access is increased during emergency situations. It is everyone's responsibility to ensure the safety of personnel is primary and security considerations are secondary.

b. NAVPERSCOM (PERS-334H) is responsible for ensuring Emergency Action Plan (EAP) training is conducted at least yearly.

c. Commander, Navy Personnel Command (COMNAVPERSCOM) has overall responsibility for all COMSEC material at NAVPERSCOM. The Staff Communication Material System Responsibility Officer (SCMSRO) has been designated with the responsibility for routine COMSEC matters. The responsibility for ordering execution of the EAP rests with the COMNAVPERSCOM; SCMSRO; Command Duty Officer (CDO); the area NAVPERSCOM Electronic Keying Material System (EKMS) manager or, in their absence, the senior person present when an emergency arises. The responsible officer giving the order to execute the EAP, if other than the SCMSRO, must make every effort to contact COMNAVPERSCOM, SCMSRO and EKMS manager, prior to, or immediately after activating any part of the EAP.

d. LEs not attached to NAVPERSCOM must follow local command EAP per a Memorandum of Agreement (MOA).

4. Action. Emergencies such as fire, natural disaster or hostile actions do not always bring an imminent threat. Action must be taken to maintain control over COMSEC material and other types of classified and sensitive material until the emergency

has passed, or to move this material to a safe place. The specific location of classified material, person(s) responsible, the priority of classified material to be moved or relocated, and procedures to follow during an evolution will be identified and annotated in enclosures (1) through (10). The senior person present will activate the proper part of the EAP, distribute check-off sheets, and ensure completion of all tasks. When an emergency occurs, one of four possible courses of action is taken.

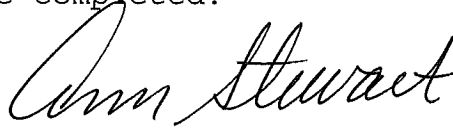
a. Emergency Precautionary Action. If abandonment of an area where COMSEC or classified material or equipment is stored becomes necessary because of an emergency such as fire, flood, or possible access by unauthorized personnel, attempt to secure these materials in an authorized safe or container. If feasible, a guard should remain with any unsecured classified material until the emergency is over. After returning to the affected space, NAVPERSCOM (PERS-334H) and alternates or, in their absence, the senior person and an assistant will conduct a complete inventory. Missing material will be immediately reported to NAVPERSCOM (PERS-334H), alternates, and SCMSRO. During these types of emergencies, use enclosures (1), (4), or (7) to activate the emergency precautionary plan, relocating plan or destruction plan.

b. Emergency Removal Action. When a determination is made to remove COMSEC material or equipment and abandon the area, take every action necessary to protect classified material. Place material being removed under guard while maintaining two-person integrity (TPI) on appropriate COMSEC materials. NAVPERSCOM (PERS-334H), or senior person present, will issue stowage and relocation guidance. During these types of emergencies, use enclosures (2), (5), or (8) to activate the emergency removal plan for your specific location.

c. Emergency Destruction Plan. When a determination is made to destroy COMSEC material or equipment, take every action necessary. Place material being destroyed under guard while maintaining a TPI on appropriate COMSEC materials. NAVPERSCOM (PERS-334H), or senior person present, will issue destruction guidance. During these types of emergencies, use enclosures (3), (6), or (9) to activate the emergency destruction plan for a specific location.

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d. Post-Emergency Assessment. When the SCMSRO has made a determination that the fire, natural disaster, or hostile action is over, enclosure (10) will be completed.



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Deputy

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EMERGENCY PRECAUTIONARY PLAN
FIRE, NATURAL DISASTERS OR HOSTILE ACTION FOR THE VAULT

EKMS manager will run the plan or next higher alternate if EKMS manager is unavailable.

1. Emergency Protection Plan (EPP) implemented by _____
on this date _____ at _____ local time.

2. Enter the date and time in the spaces provided as each task is assigned, and when each task is completed. Steps are to be completed in alpha/numerical order.

| | ASSIGNED | COMPLETED |
|---|----------|-----------|
| a. Obtain sheets for EPP natural disasters and follow the instructions. | _____ | _____ |
| b. Place a call to the SCMSRO and advise of the implementation of the EPP. | _____ | _____ |
| c. Call CDO or the most senior officer present and advise of the implementation of the EPP. | _____ | _____ |
| d. Call all alternates to vault. | _____ | _____ |
| e. Begin removal of destruction sheets. | _____ | _____ |

3. NAVPERSCOM (PERS-334H) will retain relocating sheets after completion of removal.

4. Record the date and time, and sign in the space provided after all of the above steps are completed.

Date/Time

(Signature)

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COMMENTS:

**FIRE, NATURAL DISASTERS, OR HOSTILE ACTION FOR THE VAULT
RELOCATING SHEETS**

Once it is determined to relocate COMSEC material, SCMSRO must make the determination of where to relocate. Joint Center, Building S241A or National Guard at the Memphis airport will be relocation site depending on the disaster present.

FIRE ONLY - SECURE ALL COMSEC IN SAFE/VAULTS AND LEAVE BUILDING. If possible, retrieve chronological correspondence files, and last backup tape from vault prior to evacuating. (Go to fire only section in this enclosure.)

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: Give this sheet to the EKMS alternates present.

| | ASSIGNED | COMPLETED |
|---|----------|-----------|
| 1. One alternate will guard the main entrance to the vault. (If any assistance is needed, contact EKMS manager.) You are to assume your post until relieved, secured, or a life-threatening situation arises. Allow only authorized personnel into the area as stated on the access roster, which is posted on the wall just inside the vault door. All other business will be conducted outside the vault space. Once in place, record the date and time and sign below to indicate you are on guard duty. | _____ | _____ |
| 2. One alternate will ensure the assigned vehicle is readily available to transport classified material to an alternate site. It is possible, depending on the situation, that removal will be directed to an alternate site other than the NAVPERSCOM vault. | _____ | _____ |
| 3. If "A" and "B" combo personnel are not present, one alternate will inform security that we need the TOP SECRET and SECRET combos. | _____ | _____ |

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| | ASSIGNED | COMPLETED |
|---|----------|-----------|
| 4. One alternate call Joint Command or National Guard and inform them of the movement of COMSEC. | _____ | _____ |
| 5. Open TPI safe and remove and retrieve inventory of material. | _____ | _____ |
| 6. Verify material against inventory and place it in canvas bag (located on the floor by the vault door). Add or delete as necessary, documenting on inventory sheet. | _____ | _____ |
| 7. Remove Data Transfer Device (DTD) and key in 3 rd and 4 th drawers in file cabinet. | _____ | _____ |
| 8. Remove latest backup tapes (3 tapes, LCMS, /U and root) located on top of safe and place it in separate canvas bag. | _____ | _____ |
| 9. Remove chronological, correspondence COMSEC and STE binders and place in separate canvas bag. | _____ | _____ |
| 10. Seal all three-canvas bags with plastic cable ties. Secure vault door. Proceed with the three canvas bags to the Joint Center, Building S241A or National Guard at the Memphis Airport. | _____ | _____ |
| 11. Upon completion, inform SCMSRO, CDO and EKMS manager. | _____ | _____ |

ASSIGNED COMPLETED

FOR FIRES ONLY FOLLOW THE BELOW PROCEDURES:

- | | | |
|---|-------|-------|
| 1. Secure all classified material in safe if possible. If not, take it with you. | _____ | _____ |
| 2. All fire-fighting personnel on scene must be identified and recorded by full name and rank to show who had access to classified material. | _____ | _____ |
| 3. All material being removed must be annotated where it is being relocated. | _____ | _____ |
| 4. After fire has been extinguished, an assessment and reporting of probable exposure of classified COMSEC material to unauthorized personnel must be documented. | _____ | _____ |
| 5. Post-emergency inventory (enclosure 10) must be completed. | _____ | _____ |
| 6. Upon completion, inform SCMSRO, CDO and EKMS manager. | _____ | _____ |

Completion:

| | | |
|-----------|-------------|-------------|
| _____ | _____ | _____ |
| Date/Time | (Signature) | (Signature) |

COMMENTS: _____

HOSTILE ACTION FOR THE VAULT - COMPLETED DESTRUCTION SHEETS

The SCMSRO will make the determination that COMSEC destruction must be held.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: Give this sheet to the EKMS alternates present.

ASSIGNED COMPLETED

1. One alternate will guard the main entrance to the vault. (If any assistance is needed, contact EKMS manager.) You are to assume your post until relieved, secured, or a life-threatening situation arises. Allow only authorized personnel into the area as stated on the access roster, which is posted on the wall just inside the vault door. All other business will be conducted outside the vault space. Once in place, record the date and time and sign below to indicate you are on guard duty.

2. If "A" and "B" combo personnel are not present, one alternate will inform Security that we need the TOP SECRET and SECRET combos.

3. Open TPI safe and remove and retrieve inventory of material.

4. Destroy all TOP SECRET material in safe in the following order: Superceded, effective and Reserve Onboard (ROB) in an appropriate manner.

5. Destroy all SECRET material in safe in the following order: Superceded, effective and ROB in an appropriate manner.

6. Destroy all confidential material in safe in the following order: Superceded, effective and Reserve Onboard (ROB) in an appropriate manner.

ASSIGNED COMPLETED

7. Remove DTD and key in 3rd and 4th drawers in file cabinet and zeroize.

8. Zeroize KP.

9. Go to element KOV-14 drawers and zeroize all KOV's. In the following order:
TOP SECRET and SECRET.

10. Once all KOV's are destroyed, zeroized vault STE phone.

11. Physically destroy all KOV-14 cards with sledgehammer.

12. Destroy all publications.

13. Destroy all binders, classified files, and backup tapes.

14. Destroy all equipment in vault.

15. Return this destruction sheet and inventory to EKMS manager.

16. Upon completion, inform SCMSRO, CDO, and EKMS manager.

Completion:

Date/Time

(Signature)

(Signature)

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COMMENTS:

EMERGENCY PRECAUTIONARY PLAN
FIRE, NATURAL DISASTERS, OR HOSTILE ACTION FOR THE
VIDEO TELECONFERENCE CENTER (VTC)

VTC Local Element (LE) will run the plan.

1. Emergency protection plan (EPP) implemented by _____
on this date _____ at _____ local time.

2. Enter the date and time in the spaces provided as each task is
assigned, and when each task is completed. Steps are to be
completed in alpha/numerical order.

ASSIGNED COMPLETED

a. Contact CDO or the most senior officer
present and advise of the implementation of the
EPP.

b. Obtain sheets for EPP natural disasters
and follow the instructions.

c. Place a call to the SCMSRO and advise of
the implementation of the EPP.

d. Place a call to EKMS manger and advise of
the implementation of the EPP and if necessary,
where to relocate the COMSEC.

e. Call all LE alternates to the VTC.

f. Begin the removal or destruction of
COMSEC per action sheets.

3. NAVPERSCOM (PERS-334H) will retain relocating sheets after
completion of removal.

4. Record the date and time, and sign in the space provided after
all of the above steps are completed.

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Completion:

Date/Time

(Signature)

COMMENTS:

**FIRE, NATURAL DISASTERS, OR HOSTILE ACTION
FOR THE VIDEO TELECONFERENCE CENTER (VTC) RELOCATING SHEETS**

Once it is determined to relocate COMSEC material, Local Element (LE) will bring material to EKMS manager to relocate. Joint Center Building S241A, or National Guard at the Memphis airport will be relocation site depending on the disaster present.

FIRE ONLY - SECURE ALL COMSEC IN SAFE AND ENSURE EQUIPMENT BAYS ARE LOCKED. If possible, retrieve inventory sheets prior to evacuating.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: Give this sheet to the LEs alternates present.

ASSIGNED COMPLETED

1. LEs will ensure the assigned vehicle is readily available to transport classified material to an alternate site. It is possible, depending on the situation, that removal will be directed to an alternate site other than the NAVPERSCOM vault.

2. If combinations are not present, LE will obtain SF 700, Security Container Information Form, from Security.

3. LEs will call EKMS manager and inform them of the movement of COMSEC.

4. Open safe, remove, and retrieve inventory of COMSEC material and canvas bag.

5. Remove DTD from safe and place it in canvas bag.

6. Remove KIV-7 located in VTC and place it in canvas bag.

7. Verify material against inventory. Add or delete as necessary, documenting on inventory sheet.

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ASSIGNED COMPLETED

8. Seal all canvas bags with plastic cable ties.
Secure safe doors. Proceed with the canvas bags
to the relocation site.

9. Upon completion, inform SCMSRO, CDO and EKMS
manager.

Completion:

Date/Time

(Signature)

(Signature)

COMMENTS:

HOSTILE ACTION FOR THE VIDEO TELECONFERENCE CENTER (VTC)
COMPLETED DESTRUCTION SHEETS

The SCMSRO will make the determination that COMSEC destruction must be held.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: Give this sheet to the EKMS alternates present and document all destruction on inventory sheet.

| | ASSIGNED | COMPLETED |
|--|----------|-----------|
| 1. If combinations are not present, LE will obtain SF 700, Security Container Information Form, from Security. | _____ | _____ |
| 2. Open safe, remove, and retrieve inventory of material. | _____ | _____ |
| 3. Destroy all SECRET material in safe in the following order: Superceded, effective and Reserve Onboard (ROB) in an appropriate manner. | _____ | _____ |
| 4. Destroy all CONFIDENTIAL material in safe in the following order: Superceded, effective and ROB in an appropriate manner. | _____ | _____ |
| 5. Remove DTD and key and zeroize. | _____ | _____ |
| 6. Zeroize KIV-7 in Jamie Whitten, Building 791. | _____ | _____ |
| 7. Upon completion, inform SCMSRO, CDO and EKMS manager. | _____ | _____ |

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Completion:

Date/Time

(Signature)

(Signature)

COMMENTS:

**EMERGENCY PRECAUTIONARY PLAN
FIRE, NATURAL DISASTERS, OR HOSTILE ACTION FOR SECURE TELEPHONE
EQUIPMENT (STE) USERS**

Local Element (LE) users will run the plan.

1. Emergency protection plan (EPP) implemented by _____
on this date _____ at _____ local time.

2. Enter the date and time in the spaces provided as each task is
assigned, and when each task is completed. Steps are to be
completed in alpha/numerical order.

| | ASSIGNED | COMPLETED |
|--|----------|-----------|
| a. Obtain sheets for EPP natural disasters and follow the instructions. | _____ | _____ |
| b. Place a call to the SCMSRO and advise of the implementation of the EPP. | _____ | _____ |
| c. Contact CDO or the most senior officer present and advise of the implementation of the emergency protection plan. | _____ | _____ |
| d. Call all alternates to vault. | _____ | _____ |
| e. Begin removal or destruction sheets. | _____ | _____ |

3. NAVPERSCOM (PERS-334H) will retain relocating sheets after
completion of removal.

4. Record the date and time, and sign in the space provided after
all of the above steps are completed.

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Completion:

Date/Time

(Signature)

COMMENTS:

FIRE, NATURAL DISASTERS, OR HOSTILE ACTION
FOR SECURE TELEPHONE EQUIPMENT (STE) USERS RELOCATING SHEETS

The SCMSRO will make the determination where STE phone and KOV-14 cards will be relocated.

FIRE ONLY - SECURE STE KEY AND PHONE. If possible, remove STE phone and KOV-14 cards prior to evacuating and bring to EKMS manager.

TPI WILL BE ADHERED TO DURING EVOLUTION.

INSTRUCTIONS: Complete this sheet with the Local Element (LE) users present. Document on inventory sheet.

| | ASSIGNED | COMPLETED |
|--|----------|-----------|
| 1. Disconnect STE phone from electrical outlet and phone cord. | _____ | _____ |
| 2. Locate KOV-14 card and STE binder. | _____ | _____ |
| 3. Bring STE phone, KOV-14 and binder to location indicated by SCMSRO or EKMS manager. | _____ | _____ |

Completion:

Date/Time

(Signature)

(Signature)

HOSTILE ACTION FOR SECURE TELEPHONE EQUIPMENT (STE) USERS
COMPLETED DESTRUCTION SHEETS

The SCMSRO will make the determination that STE/KOV-14 destruction must be held.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: Complete this sheet with to Local Element (LE) users present. Document on inventory sheet.

ASSIGNED COMPLETED

1. Zeroize all KOV-14 cards.

a. Push Menu then Crypto Card Priv then user.

b. Scroll to Zeroize key and push select then confirm.

c. Select again and confirm. (You must zeroize STE)

2. Zeroize terminal (STE phone).

a. Push Menu and scroll to Zeroize terminal.

b. Push select and confirm.

Completion:

Date/Time

(Signature)

(Signature)

**FIRE, NATURAL DISASTERS, OR HOSTILE ACTION
FOR POST-EMERGENCY ASSESSMENT SHEET**

The SCMSRO will make the determination when fire, natural disaster, or hostile action is over.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: EKMS manager and alternates will complete the inventory. Document on inventory sheet.

| | ASSIGNED | COMPLETED |
|--|----------|-----------|
| 1. Inventory all equipment and material relocated. | _____ | _____ |
| 2. Assess and create SF 153, COMSEC Material Report, for all equipment and material that was destroyed. The SF 153 is available from the EKMS manager. | _____ | _____ |
| 3. Send message to CNO, NCMS, and DIRNSA per reference (a), annex L. | _____ | _____ |
| 4. Re-issue all equipment or material as needed. | _____ | _____ |
| 5. If necessary, inspect spaces for security weaknesses. | _____ | _____ |
| 6. List all personnel (authorized and unauthorized: including fire-fighters) who had access to STE's and/or COMSEC material. | _____ | _____ |

(Rank, First and Last Name)

(Rank, First and Last Name)

(Rank, First and Last Name)

(Rank, First and Last Name)

(Rank, First and Last Name)

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(Rank, First and Last Name)

(Rank, First and Last Name)

Completion:

Date/Time

(Signature)

(Signature)